

XERO
COPY

XERO
COPY

File

~~SECRET~~

10 February 1960

OS NOTICE #60 - 1

SUBJECT: OS - Personnel Matter
(Area Assignment Preferences)

1. In recent years, generally on an annual basis, forms concerning area preferences were distributed to all personnel for completion and return to the Administration and Training Staff, for inclusion in the administrative files. The forms required information concerning dependents, availability for assignment and area assignment preferences, both domestic and foreign.

2. Henceforth, any changes in area assignment preferences and/or availability for assignment should be communicated in writing to the Administration and Training Staff for inclusion in the administrative file of the individual concerned inasmuch as area preference forms will not be required on a regular basis.

3. In the event no information has ever been furnished in this regard, such information should be submitted to the Chief, Administration and Training Staff, in order to bring the files up-to-date.

[Redacted Signature]

Acting Director of Security

25X1A9a

~~SECRET~~